

## **Freetown Council on Aging**

**\*Part time Office Assistant**

### **Duties**

Telephone- Accurate messages and referrals as needed.

Dispatch van

Computer –Word, Excel (typing skills)

Carry at least 25 pounds up and down stairs repeatedly.

Set up and clean up after activities and programs.

Help with preparing Newsletter to be mailed.

Any such duties as may be assigned by the Director.

### **Fringe Benefits**

Paid vacation, sick time, holidays and personal time.

Salary \$15.98 per hour, approximately 16 hours per week.

**\*This position does not participate in the Town Health Benefits program and is subject to availability of grant funding. Unallowable cost-unemployment compensation.**